

1203 - DELEGATIONS OF AUTHORITY

Ref. Code	Legend: X = Position with authority O = Authority may not be redelegated	SD/ ASD	912 EA	913 SAC	920 DSD	930 DSD	Branch Chiefs	Zoned AO	FM/ AFM	Asst. FM
	Activity									
GENERAL ADMINISTRATION										
1102.03B3	Issue employee identification cards	X				X	PERS	X	X	Glasgow Havre
1103	Authorize employees and volunteers to wear uniforms and approve uniform allowances.	X	X	X	X	X	X	X	X	X
1103.15	Approve exceptions to the standard uniform components for safety or health purposes.	X	X	X	X	X	X	X	X	X
SAFETY										
1112 485 DM 29 CFR 1960.7	Authorize appropriate financial and staffing resources to effectively implement and maintain the required Occupational Safety and Environmental Health Program, pursuant to: - P.L. 91-596, Occupational Safety and Health Act of 1970, Sections 6 and 19. - E.O. 12196, Occupational Safety and Health Program for Federal Employees - 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters - National Consensus Standards	X				X			X	
1112.04 H-1112-1.3B 29 CFR 1960.6c	Appoint a qualified State Safety Manager.	X				X				
	Designate Safety and Health Coordinator for each Field office	X							X	
1112.15A H-1112-1.5	Authorize annual inspections of all facilities and approve abatement actions.	X			X	X			X	

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1112.21C 485 DM 7	Appoint Serious Accident Investigation Team upon notification of an employment related accident which resulted in a fatality or the hospitalization of 3 or more employees; or accidental damage or loss to Government property exceeding \$100,000; or multiple visitor fatalities or hospitalization of 3 or more visitors.	AD, Human Resources Management and BLM Safety and Occupational Health Manager								
1112.24	Appoint Boards of Inquiry to review the circumstances relating to fatalities and serious accident or losses, upon recommendation by the BLM Safety Manager (HR-240).	Director/Deputy Director								
1112.3 H-1112-2-- 1.3B1.11	Approve Risk Management Plans (Job Hazard Analysis (JHA))	All Supervisors								
1112.52	Approve the BLM Safety Award for best safety performance by a State upon recommendation by the BLM Safety Manager (HR-240).	Director/Deputy Director								
29 CFR 1960.37(b)(1)	Appoint management members to Safety Committees within their jurisdiction. (NOTE: Safety Committees shall have equal representation of management and non-management employees. Refer to 29 CFR 1960.37(b)(2) for rules of appointment for non-management employees.)	X			X	X			X	
H-1112-1.16	Approve purchase of Personal Protective Equipment (PPE) for all programs. The JHAs are reviewed by the State Safety Manager to assure PPE meets appropriate standards (ANSI, NIOSH, MSHA).	X	X	X	X	X	X	X	X	X
H-1112-1.13 488 DM (also see 1400-930)	Authorize motor vehicle road tests determined to be appropriate and appoint examiners.	X			X	X		X	X	Glasgow Havre

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1112	Approve, where necessary, entry of Bureau employees onto officially controlled, low risk sites that are limited to Level D PPE. Assure that employee's PD reflects site entry and that all applicable safety and health laws are applied. Otherwise, no Bureau employee will be allowed entry on a known hazardous materials site.	O								
OFFICIAL USE OF HORSES										
1113.03B	Authorize Use of Employee's Horses.	X							X	X
VOLUNTEERS										
1114	Enter into agreements with volunteers and volunteer groups that wish to contribute services.	X	X	X	X	X	X	X	X	X
EMERGENCY ASSISTANCE										
1170	Provide assistance in case of disasters in any part of the United States when requested by the President through the Federal Emergency Management Agency. (43 CFR 1815; 42 USC 1742.)	X			X	X			X	
	Provide search and rescue assistance when requested by the local authorities in charge, within the ability of the personnel and equipment in the area at the time of the emergency.	X			X	X			X	
1170.27B	Provide emergency Civil Defense assistance.	X			X	X			X	
ORGANIZATIONAL CONTROL										
1202	Approve changes in organization structure and functions for State and Field offices, except items specifically prohibited in BLM Manual 1212.	X								

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	Approve all changes in location or status of BLM offices outside the leasing process.	Assistant Secretary								
	Approve change in Field Office boundaries	Director/Assistant Director with concurrence by the Assistant Secretary								
	Approved changes to State Office geographical responsibilities.	Assistant Secretary								
	Approve functional statements within organizational structure approved by the State Director.	X			X	X			X	
	Approve establishment or abolishment of Associate or Assistant Field Managers. (See 1400-3 12 position management authority)	X								
1203	Approve reciprocal delegations of authority, on a trial basis through FY 2002, in conjunction with the Forest Service.	X			X	X			X	
1203.04F	Designate Acting Officials.	X	X	X	X	X	X	X	X	X
RECORDS AND INFO MANAGEMENT										
1220	Approve Federal Register Notices on Information Collections and SF-83 forms.	Assistant Director								
	Approve new or revised subject codes.	Assistant Director, Information Resources Management								
1220	Authority to transfer records to the National Archives and Records Administration (SF-258) (State Records Administrator)					O				
	Authority to access records from the National Archives and Records Administration (SF-258) (State Records Administrator)					O				

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	Activity									
1220 1270 44 USC 3302	Authority to transfer records to the Federal Records Center (SF-135) (Records Manager).	X				X		X	X	
	Authority to retrieve records from the Federal Records Center (OF-11) (Records Manager).	X				X		X	X	
1221.04I, 1221.22C	Sign Manual and Handbook Supplements within area of authority.	X							X	
	Sign Instruction Memoranda and Information Bulletins within area of authority.	X	X	X	X	X			X	
1223.2	Approve BLM forms.	Assistant Director, Business and Fiscal Services								
	Approve local forms (Records Manager)	X				X			X	
	Prescribe and issue "Public Use" form (requires Department and Office of Management and Budget approval.)	Assistant Director, Communications								
1230.03B	Create, change, or manage intra-Bureau committees (308 DM 1.3A)	X								
EVALUATIONS										
1241	Authorize and approve state conducted General Management Evaluations.	X								
1242	Authorize and approve state conducted Program Evaluations.	X							X	
1243	Authorize and approve state conducted Special Evaluations.	X							X	
1244	Authorize and approve state conducted Technical Procedures Review.	X			X	X			X	
1245	Approved responses to Audit Reports addressed directly to the State may be signed by the SD or the next higher level.	O								

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	Activity									
	Prepare responses to draft/final Audit Reports within their area of responsibility.	X			X	X			X	
AUTOMATED DATA PROCESSING										
1261	Approve Systems LCM developmental effort (Level II) for ADP systems, Bureauwide	Director and Deputy Director								
	Approve Systems LCM developmental effort (Level III) for ADP systems, State	X								
	Approve Systems LCM developmental effort (Level IV or V) for ADP systems, FO/Division.	X			X	X			X	
1263	Investments in approved and unapproved local information technology baseline configuration (Local IRM Manager upon recommendation of the local CM Board)	X				X			X	
	Investments in Microcomputers, Minicomputers, Mainframes, Hardware, Software, Peripherals, Firmware, Firmware upgrades, and Utilities. GIS Terminals, Tablets, and Plotters over \$25,000 to delegated Procurement Authority (Subject to CMB approval) .	X					IRM			
	Investments in Microcomputers, Standard Hardware, Software, Peripherals, Special End User, GIS Terminals, Tablet, Plotters & utilities under \$25,000. (Subject to CMB/SO IRM Branch Chief approval).	X			X	X		X	X	
	Investments in Microcomputer, Software, Special End User (Subject to IRMP/MYPP approval).	X			X	X		X	X	

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	Activity									
1264	Investments in IRM Security including Risk Management; Review of Security Controls; Life Cycle; Certification and Accreditation; Security Plan Development and Maintenance; Production, Input/Output Controls; Contingency Planning; Hardware and Software maintenance; Data Integrity; Documentation; Security Awareness/Training and Education; Incident Response Capability; Identification and Authentication; Logical Access Controls; Audit Trails	X				X				
RECORDS ADMINISTRATION										
1270.22	Designate permanent employees to certify copies of records and attest to the source and authenticity of records.	X			X	X			X	
FOIA REQUESTS/PRIVACY ACT										
1278	"No record" response.	X							X	
1278 43 CFR 2.16	Authority to sign Freedom of Information Act (FOIA) responses (only after consultation with the office of the appropriate field solicitor):									
	- Authority to release documents.	X							X	
	- Authority to withhold a requested record.	O								
	- Authority to release a record which is exempt from disclosure.	O								
	- Authority to deny a fee waiver.	O								
	- Authority to sign interim FOIA responses which include clarification of fee issues, scope of the FOIA request, and request for extensions.	X							X	

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	Activity									
1278 43 CFR 2.64	Deny Privacy Act (PA) requests with concurrence of PA Officer (WO560).	O								
1283	Investments in Data Administration including: Data Application Support (LR2000, NILS, Land Board); Data Exchange; Data Maintenance; Data Management and Planning; Help Desk Support (LR2000).	X			X	X			X	
FISCAL ACCOUNTING										
1301	Financial systems design and application tot specific areas (e.g., cash management, assets, liabilities, equity accounts, etc.)	Assistant Director, Business and Fiscal Services and National Business Center Director only								
1307	Management Control Reviews	Assistant Secretary, Director, and Deputy Director								
	BLM's Management Control Plan as required under the Federal Manager's Financial Integrity Act and OMB Circular A-123.	Director, and Deputy Director								
	Management Annual Assurance Statement.	Assistant Secretary, Director, and Deputy Director								
1320-1323	Approve use of cost procedure systems and systems to record financial transactions that represent obligations and liabilities of the BLM	Director, National Business Center only								
	Approve billing and collection systems for monies due the BLM from cost recoverable projects.	Assistant Director, Business and Fiscal Services and Director, National Business Center only								
1341	Approve and certify time and attendance reports.	Supervisors								
	Approve time and attendance for FM s.	X								
	Approve time and attendance for AO s.	X							X	

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	Activity									
	Approve time and attendance report for the State Director.	X				X				
DELINQUENT ACCOUNTS										
1375	Refer delinquent debt to the Department of Treasury.	Director, Nation al Business Center only								
	Write off delinquent debt. (All debt over 2 years old MUST be written off. Any debt not written off requires written justification through the Dept. of Treasury to OMB).	Director, Nation al Business Center only								
	Accept payment on debt referred to Department of Treasury.	Department of Treasury only								
TRAVEL										
1382	Conference travel for 30 or more Federal Government Employees (MT-98-035 Dated May 4, 1998)	WO approval needed								
	Approve/deny temporary storage beyond 90 days	X				X				
1382	Approve/deny temporary quarters 0-60 days	X				X				
1382.03C1	Approve travel for pre-appointment interviews.	X			X	X			X	
1382.03C3	Approve or authorize travel connected with programs in their respective offices, including travel of advisory board members and use of rental cars and privately owned vehicles, and travel advances. Does not include travel for attendance at non-Government meeting, pre-appointment interviews, or travel by experts or consultants. (T his does not include authority for a manager or employee to sign their own travel authorization, ad vance or voucher.)	X	X	X	X	X	X	X	X	X
	Approve travel voucher for FM s	X				X		X		

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	Approve travel voucher for AOs	X				X			X	
	Approve State Director's travel voucher.	ASD				X				
	Approve reimbursement of actual subsistence expenses.	X				X			X	
1382.03C6 & .03C7	Approval of intrastate or interstate, permanent change of station travel.	X				X				
	Approval of travel advances and vouchers for transfer of employees to new duty station.	X				X				
1382.13C	Approve travel of experts and consultants.	X				X			X	
1382.14	Authorize travel for attendance at non-Government meetings in U.S.	X			X	X			X	
	- In Montana/Dakotas geographical area.	X			X	X			X	
1382.6	Approve travel to foreign countries (Asst. Sec. must approve most foreign travel, however, SD may approved travel under certain exceptions as stated in 547 DM 7).	O								
1382.92A3	Authorize travel to seek residence quarters.	X				X				
1382	Approve requests, with justification, for not reducing the maximum allowable per diem to 55% of for employees on emergency travel assignments that exceed 30 days. NBC must approve redelegation to FM. SD must approve redelegation to traveler's supervisor. (re: IB OF&A 2002-021, FTR 301-7.12a-d)	X								
FINANCE										
1384	Approval of Accountable Officers.	GroupManagers and Center Directors								

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	Activity									
1384	Designation of Collection Officers.	X								
1386.6 451 DM	Serve as Tort claims Officer. Investigates accidents or occurrences which may result in tort claims, process tort claims received, forward claims and reports to the Field Solicitor. (Includes employee claims.)	X				X		X		
1386, 451 DM	Appoint Tort Claims Administrators.	X								
PERSONNEL - EMPLOYMENT										
1400-300	Approval of Details.	X	X	X	X	X	PERS		X	
	Directed reassignments to key positions.	Director, Deputy Director, and Assistant Director, Human Resources								
	Directed reassignments to all other positions (directed reassignments across State lines requires obtaining State or Center Director concurrence).	X							X	
	Details to key positions, including SES positions, not to exceed 120 days (see BLM 1203 for SES details > 120 days)	Assistant Secretary, Director, Deputy Director, and Assistant Director, Human Resources								
	Details involving Memorandum of Understanding. (Federal funds may not be obligated in a MOU.)	X							X	
1400-302 .08B, 316	Authorize Temporary Limited Appointments (up to GS-12 and WG).	X				X	PERS			
	- Hire emergency employees.	X			FIRE	X	PERS	X	X	FIRE

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	Activity									
1400-311	Power of appointment and removal (SF-50) (certain key positions request Secretarial approval - 370 DM 311):									
	-GS-1 through GS-15.	X				X	PERS			
	-Wage System Positions.	X				X	PERS			
	- Authorizing the initiation of SF-52s for personnel actions and position changes.	X	X	X	X	X	X	X	X	X
	Approve SF-52s (Request for Personnel Action) for personnel actions and position changes:	X			X	X	PERS	X	X	
1400-311 .41A	Administer Oath of Office.	X				X	PERS	X	X	Glasgow Havre
Promotion and Internal Placement										
1400-335	Recruitment and staffing for all positions at GS-15 and below. (GS-13s & above must be approved by National PMC.)	X				X	PERS			
	Selection at GS-12 and below (with concurrence of State PMC). (Approval of GS-15 positions must be approved by D/DD - includes all ASD, DSD, DM, FM, National Program Leads and Key Staff positions).	X			X	X			X	
	Approve selection of Public Affairs Officers and related Public Affairs positions	Assistant Secretary, Communications								
	Approve selection of Personnel Officers and Equal Employment Opportunity (EEO) officers.	Director, Deputy Director, and Assistant Director, Human Resources								
	Reassignments. (with concurrence of State PMC)	X			X	X			X	

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	Activity									
	Directed reassignments to all other positions (directed reassignments across State/Center lines requires obtaining SD/CD concurrence).	X				X	PERS			
	Details involving Memorandum of Understanding (MOU). Note: Federal funds may not be obligated in a MOU.	X				X				
1400-351	Approve Reduction in Force.	Director, Deputy Director, and Assistant Director, Human Resources Management								
TRAINING										
1400-410.12A, .03	Authorize/Approve Training including: - Nongovernment up to 120 hours.	X	X	X	X	X	X	X	X	X
1400-410	Approve Individual Development Plan (IDPs)	Second Level Supervisors								
PERFORMANCE MANAGEMENT										
1400-430 370 DM 430	Prepare Annual Performance Plans and Summary Ratings.	First Level Supervisors								
	Develop/Approve Performance Improvement Plans.	All First Level Supervisors (After review and advice by Servicing Personnel Office, as appropriate.)								
	Prepare Annual Summary Rating.	First Level Supervisors								
	Concur with "Results Not Achieved" Summary Rating.	Second Level Supervisors (After review and advice by Servicing Personnel Office, as appropriate.)								
1400-430.14	Review performance rating appeal.	Second Level Supervisors								

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	Activity									
1400-432.5 & .6	Performance based Actions:	All Supervisors (After review and advice by servicing personnel office)								
	- Issue Notices of Proposed Adverse Actions									
	- Issue Notices of Decisions	All Second Level Supervisors (After review and advice by servicing personnel office)								
INCENTIVE AWARDS										
1400-451	Approve Recognition Awards:	X			X	X			X	
	- Star awards (\$925-\$10,000 gross).									
	- Up to \$5,000 (Individual and \$10,000 Group)									
	- On The Spot Cash Awards (\$50-500 Net).									
	- Nonmonetary awards up to \$100.									
	- Nonmonetary awards over \$100.									
	- Time off not to exceed 1 work day									
- Time off up to 40 hours	X			X	X			X		
CLASSIFICATION										
1400-511 & 1400-512	Approve Position Classification:	X				X	PERS			
- GS-1 through GS-14 (nonprecedent) and Wage System positions except positions requiring Departmental approval										

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	Activity									
	- GS-15 positions	Assistant Director, Human Resources Management								
	- Precedent setting classifications affecting 10 or more positions Bureauwide	Assistant Director, Human Resources Management								
	- Appeals decided in BLM.	Director, National Human Resources Management Center								
PAY UNDER THE GENERAL SCHEDULE										
1400-531	Approve Superior Qualifications Appointment not to exceed 20 percent of existing rate of pay requires OPM approval.	X								
1400-531	Determination of acceptable level of competence.	First Level Supervisors								
	Within-Grade Increases.	First Level Supervisors (after review and advice by Servicing Personnel Office as appropriate)								
	Quality Step Increases.	First Level Supervisors (after review and advice by Servicing Personnel Office as appropriate)								
	Denial of within-grade increases.	First Level Supervisors (after review and advice by Servicing Personnel Office as appropriate)								
	Reconsideration of denials of within-grade increases.	Second Level Supervisors (after review and advice by Servicing Personnel Office as appropriate)								
1400-536	Grant optional grade and pay retention in major reduction or reorganization.	X								
1400-550	Approve Overtime and Holiday Pay.	X	X	X	X	X	X	X	X	X
1400-532	- During emergency situations in absence of authorized official.	First Level Supervisors								

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	Approve Hazard and Environmental Differential for Fire & LE. Approve Hazard and Environmental Differential for Non-Fire & Non-LE (with concurrence of Bureau Safety Office).	X			X	X	X	X	X	
	- During emergency situations in absence of authorized official.	First Level Supervisors								
1400-536	Decisions to grant Grade and Pay Retention.	X				X	PERS			
1400-571	Payment of travel and transportation expenses for new appointees to the first post or duty.	X				X		X	X	
1400-575	Recruitment, Relocation, and Retention Allowances.	Assistant Secretary								
	- Approval for GS-12 and above.									
	- Approval for GS-11 and below	Director, Deputy Director, and Assistant Director, Human Resources Management								
ATTENDANCE & LEAVE										
1400-610	Approve Telecommuting and Flexible Workplace.	X			X	X			X	
1400-610	Approve and set individual hours of duty consistent with established policy.	First Level Supervisors								
	- Authorize group dismissal pursuant to BLM Manual 1400-610.17 (administrative leave).	X				X			X	
	- Establish office hours.	X							X	
	- Establish core time hours, flexible time bands, and office hours of duty.	X			X	X			X	

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	Activity									
	- Approve alternate work schedules.	All First Level Supervisors								
1400-630	Absence and Leave:									
	- All accrued sick leave. - Annual leave not exceeding 15 working days. - Approve Absence and Leave. - Leave without pay not to exceed 10 work days. - Military leave. - Court leave.	First Level Supervisors								
	- Leave Without Pay, 30 days to 1 year. - Annual leave over 15 work days. - Advanced Annual leave. - Leave recipient. - Advanced sick leave not to exceed 30 days.	All Second Level Supervisors after review and advice by the Servicing Personnel Office, as appropriate								
	- Leave Without Pay, over 1 year.	Assistant Director, Human Resources Management								
	- Approve exigency of the public business.	O								
	- Approve annual leave restoration.	X								
1400-711	Labor Management Relations Contracts:									
	- Negotiation	X								
	- Approval	Assistant Secretary								
EQUAL EMPLOYMENT OPPORTUNITY										

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1400-713 29 CFR 1613	Approve the informal resolution of EEO counseling initiated by BLM employees and applicants for employment. (If compensatory damages are claimed, complaint will be sent to WO for approval. If attorney's fees are claimed, Solicitor must review and approve.)	X				X				
	Approve the adjustment/informal resolution of complaints of discrimination filed by BLM employees and applicants for employment. (If compensatory damages are claimed, complaint will be sent to WO ...)	X				X				
1400-720 29 CFR 1613	Develop, approve, and issue State annual Affirmative Employment Program Plan Accomplishment Report. (EEO Manager)	X								
	Develop, approve, and issue State annual Affirmative Employment Program Plan Update Report. (EEO Manager)	X								
1400-731 5 CFR 32 CFR 441-442 DM	Adjudicate all sensitive personnel investigations	Chief, National Law Enforcement Management								
	Adjudicate all nonsensitive personnel investigations.	X				X	PERS			
	Requesting official for all sensitive personnel investigations	Chief, National Law Enforcement Management								
	Requesting official for all nonsensitive personnel investigations	X				X	PERS			
	Issue certifications for sensitive positions, and granting security clearances within the Bureau.	Chief, National Law Enforcement Management								
	Approve and inspect all sites for personnel security and storage of classified material and information.	Chief, National Law Enforcement Management								

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	Initiate Personnel and Physical Security Management Evaluations.	Chief, National Law Enforcement Management								
1400-734	Financial Disclosure Statements identify covered positions for filing.	X				X	PERS			
	Certification of statements for SES, Schedule C and Consultants.	Assistant Secretary								
	Certification of statements for all other covered employees, GS-15 and below	Assistant Director, Human Resources Management and Director, National Human Resources Management Center Only								
1400-735	Authorize Employees to Testify (with concurrence of Solicitor's Office).	X				X	PERS			
DISCIPLINE AND ADVERSE ACTIONS										
1400-752 370 DM 752	- Issue Warnings and Reprimands.	All First Level Supervisors (after review and advice by the Servicing Personnel Office)								
	- Propose suspensions of 14 days or less.	All First Level Supervisors (after review and advice by the Servicing Personnel Office)								
	- Issue Decisions on proposed suspensions of 14 days or less.	All Second Level Supervisors (after review and advice by the Servicing Personnel Office)								
	- Propose adverse actions (e.g. suspensions of greater than 14 days, demotion, removal).	All First Level Supervisors (after review and advice by the Servicing Personnel Office)								
	- Issue decisions on proposed adverse actions.	All Second Level Supervisors (after review and advice by the Servicing Personnel Office)								
GRIEVANCES										

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	Activity									
1400-771 370 DM 771	- Issue Adjustment/Decision of Informal Grievance.	All First Level Supervisors (after review and advice by the Servicing Personnel Office)								
	- Issue Adjustment/Decision of Formal Grievance.	All Second Level Supervisors (after review and advice by the Servicing Personnel Office)								
	- Refer Grievance to Office of Hearings and Appeals (OHA).	Through the Director, National Human Resources Management Center only.								
1400-792	Employee Health and Counseling Program:									
	- Establish employee health, wellness, and assistance programs	X				X	PERS		X	
	- Approve contracts for employee counseling.	X				X	Warranted Contracting Officer			
	- Establish Alcoholism and Drug Abuse Program	X				X	PERS		X	
1400-831, 842	Firefighter and law enforcement retirement program authority	Director, National Interagency Fire Center								
1400-930	Authorize Notary Public Commissions.	X			X	X		X	X	Glasgow Havre
1400-932 H-1112-2.4.2B H-1112-2-5.2A	Determine qualification to operate motor vehicles and equipment - Form MT-1112-13.	All Supervisors								
PROCUREMENT										

1203 - DELEGATIONS OF AUTHORITY

Ref. Code	Legend: X = Position with authority O = Authority may not be redelegated	SD/ ASD	912 EA	913 SAC	920 DSD	930 DSD	Branch Chiefs	Zoned AO	FM/ AFM	Asst. FM
	Activity									
235 DM 3.1	Exercise all the authority delegated to the assistant Secretary Land and Minerals Management in 2-5 DM 9, Personal Property Management; 205 DM 10, Real Property Management; and 205 DM 11, Procurement and Contracting.	Assistant Secretary and Assistant Director, Business and Fiscal Services.								
1510.03D1b	Approve procurement requests (Form 1510-5).	X	X	X	X	X	ENG	X	X	X
	Approve requisitions. (Form 1510-18)	All Supervisors								
	Requisition items and services.	All Employees								
1510.03D2	Approve publication of advertisements, legal notices, or proposals in newspapers and other publications. Can be redelegated.	X	X	X	X	X	X	X	X	Glasgow Havre
1510-1.602-3	Ratify unauthorized procurements up to \$100,000. Cannot be redelegated. (Legal review required on ratifications in excess of \$2,500). Legal coordination required for nonratifiable commitments - No dollar threshold.	State Procurement Analyst								
1510-1.603	Select, appoint, and terminate Contracting Officers in accordance with the DOI Contracting Officers Warrant Manual	BLM Procurement Chief (WO-850) only								
1510-1.603	Suspend a Contracting Officer’s warrant pending completing of corrective actions or while investigating procurement abuses or other potential causes for termination.	Chief of the Contracting Office (State Procurement Analyst, Chief) or the Contracting Officer’s supervisor								

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	Activity									
1510-1.671	Award contracts up to \$100,000 simplified acquisition threshold for open market acquisitions. Authority exercised by warranted contracting officer. Authority is redelegated as follows. Zoned Administrative Offices - \$25,000 State Office - \$100,000 - Special use space leases - authorized contingent upon receiving required training to a maximum of \$25,000 (BLM Manual 1510-70.102)	Warranted Individual Subject to Warrant Limitations								
1510-1.671E	Delegate procurement authority to offices to warranted contracting officers.	O								
1510-6.304	Approve Justification for other than Full and Open Competition: - up to \$500,000						Warranted Contracting Officer			
	- between \$500,000 and \$1 million	Contracting Office Chiefs (BC-670 and OR-952) only								
	- in excess of \$1 million	BLM Procurement Chief (WO-850) only								
1510-13	Purchase card (VISA) acquisition authority less than the \$2,500 micropurchase threshold. Receipt of personalized card is the authority. Ordering authority under Blanket Purchase Agreements (BPA) may be delegated to any BLM employee by a Contracting Officer. Fixed-price indefinite delivery contract ordering authority may be delegated by the cognizant Contracting Officer at the NBC to either a field Contracting Officer or Contracting Officer Representative.	All Approved Employees								
1510-14 1500-15	Issue Invitations for Bids and Requests for Proposals	NBC, Fire and Aviation, and OR/WA SO Contracting Officers only								

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	Activity									
1510-17.5	Award Interagency Agreements: (Approval of Economy Act Determination by State Office Procurement Analyst required.) - Up to \$25,000 - Zoned Administrative Offices	Warranted Contracting Officer								
	- Unlimited dollar value - State Office only (Approval of Economy Act Determination by State Office Procurement Analyst on all agreements. Legal review of Economy Act Determination required for agreements in excess of \$500,000. Bureau Procurement Chief (WO-850) approval required in excess of \$ 500,000.)	Warranted Contracting Officer								
H-1510-1 APPENDIX 1	Approve purchases of firearms for agents or rangers. (Approval by WO-370 is required before purchase.)	O								
H-1510-1 APPENDIX 1	Approve purchases of membership in an association up to \$2,500.	X							X	
1510-35.014	Approve vesting title in equipment used in Research and Development whose acquisition cost is \$1,000 or less.	X			X	X			X	
1511	Unlimited dollar assistance agreement and reimbursable law enforcement agreement authority by Assistance Officers with a Level II or above Contracting Officer warrant and having completed assistance agreement training requirements. For assistance agreements, approval is required on the Statement of Programmatic Involvement/Instrument Selection Determination (SPI/ISD) by the State Office Procurement Analyst. Assistance agreements that are expected to exceed \$100,000 over the life of the agreement, including all modifications and task orders, require approval of the SPI/ISD by WO-850.	X	Level II or above Warranted Contracting Officer							

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	Activity									
1515 PL 93-638 PL 103-413	Approve Indian Self Determination 638 contracts and Indian Self Governance Annual Funding Agreements. Includes the authority to approve, negotiate, and administer both 638 Contracts and Annual Funding Agreements. The obligation of funds will correspond to existing procurement delegations.	X								
PROPERTY										
1520	Acquire, safeguard, maintain, use, reassign, and report for disposal all personal property under their jurisdiction as accountable officers. (See BLM Manual Section 1520-1529 for specific delegations and limitations related to personal property management.)	Accountable Officers only								
	Appoint Receiving Officers in writing.	X				X		X	X	Glasgow Havre
1520.04F, 1521	Sign receiving reports for personal property and services after inspection, and acceptance. Signature serves as the basis for the expenditure of government funds.	Designated Receiving Officer								
1520.04A, 1522	Serves as Property Accountable Officer.	X	X	X	X	X	X	X	X	X
1520.04 H & I	Account for Government-owned equipment purchased through a contract or provided by the Government to the contractor as Government-furnished equipment. (Contracting Officers)	X				X		X	X	
1522	Authorize temporary storage of personal property for another Federal Agency, a Contractor in connection with a Federal contract or cooperative agreement, State or local Government, an employee (all must be in writing with the exception of the employee).	O			O	O			O	

1203 - DELEGATIONS OF AUTHORITY

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	Activity									
1522.2	Certify the completion and accuracy of accountable property inventories on Form 1520-22, Inventory Accountability Certificate (accountable officer).	X							X	
1523	Approve reassigning personal property within the State. Exception: reassignment of Motor Vehicles/Equipment in the Working Capital Fund must be coordinated with the appropriate National Business Center Unit.	X	X	X	X	X	X	X	X	X
		Custodial Officers								
1524	Appoint a Board of Survey to act on Reports of Survey originating in the SO and all MT/Dakota offices.	X				X				
	Approve as Reviewing Authority appropriate actions on all Reports of Survey (DI-103), for which the State Director is the Accountable Officer and all those originating in all MT/Dakotas offices.	X				X				
	Approve as Reviewing Authority appropriate actions on all Certificates of Unserviceable property originating in MT/Dakotas offices.	X				X	(Property)			
	Make disposal recommendations as Property Offices on all Certificates of Unserviceable Property (DI-103A) Officer for which the State Director is the Accountable Officer.	X				X	(Property)			
	Approves all Reports of Survey and Certificates of Loss or Damage originating in the Field Offices (410 DM).	X				X				
	Approves all Reports of Survey and Certificates of Loss or Damage originating in the State Office (410 DM).	National Business Center								
1525.04C	Sign requisitions to purchase motor vehicles. Requisitions are sent to the National Business Center.	X				X				

1203 - DELEGATIONS OF AUTHORITY

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	Activity									
	Sign requisitions to lease GSA vehicles.	X				X			X	
	Approve leasing of vehicles:									
	- For less than 60 days, including renewals of existing leases.	X				X			X	
	Approve reimbursement of personal credit card use by Law Enforcement Officers.	X								
	Approve repairs for Interior vehicles exceeding the maximum single-job repair percentage and all repairs to vehicle/equipment exceeding replacement standards (years, miles, hours). However, all must consult the appropriate National Business Center Unit prior to approval to repair.	X				X		X	X	X
	Approve requests from Law Enforcement Agents and Rangers under their jurisdiction for domiciling Government-owned or -leased vehicles via Form 1520-10. A copy of the approved form must be sent to the appropriate WO unit.	O								
1525.04C & D	Approve requests for domiciling Government-owned or -leased vehicles via Form 1520-27, Request for Overnight Storage of Government Vehicle at Employee's Residence, in connection with official travel.	X	X	X	X	X	X	X	X	X
1525.04C	Approve incidental use involving "unofficial passengers" in extra space in motor vehicles, boats, and aircraft.	X				X				
1525	Approve rental or loan of Bureau owned vehicles/equipment to other government entities for use on government property or programs or emergencies.	X			X	X		X	X	
1527	Approve decisions to scrap, salvage, or cannibalize a vehicle or equipment. (Must be coordinated with NBC)	X				X				

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	Activity									
1529.31A	Screen and freeze excess personal property. (Persons delegated in writing by State Director and Field Manager)	X				X		X	X	
1529.31A2	Issue Transfer Order, Excess Personal Property, SF-122, or other documents to acquire excess personal property, except motor vehicles and heavy equipment.	X				X		X	X	
1530	Authorize the disposal of Unneeded Easements when the continued use, occupancy, or control of the property is not needed for the administration (management) of Public Lands (41 CFR 101-47.313).	X								
	Reserve public easements in any conveyance of the public lands (Public Law 92-303). 43 CFR 2650.4-7 ANCSA Easements 17(b)	X								
	Approves abandonment, destruction, or donation to public bodies real property and related personal property having no commercial values.	X								
1532.11A	Serves as Real Property Accountable Officer.	O							O	
1532.11B	Serves as Real Property Accountability Officer.					X		X	X	X
1532	Approve the safeguarding, maintaining, utilizing, and recording of accountability for BLM-owned real property.	X							X	
	Approve proper utilization of real property by maintaining records, and directing real property management programs.	X				X		X	X	
1533	Authorizes the disposal of surplus real property and related personal property having fair market value of less than \$1,000.	X								

1203 - DELEGATIONS OF AUTHORITY

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	Activity									
1534	Assigns and terminates assignments of Government quarters for employees									
	- Authorize seasonal/transient quarters.	X							X	FIRE
	- Authorize permanent/long term assignments.	X							X	FIRE
	- Terminate assignments.	X							X	
1535	Approves Reimbursable Work Authorizations (GSA Form 2957) for alterations costing less than \$5,000 to GSA with proper coordination of the National Business Center.	Warranted Contracting Officer								
PRINTING AND GRAPHICS										
1550	Approve notices within their areas of jurisdiction for publication in the <u>Federal Register</u> .	X			X	X			X	
	Approved all state level publications under the cost of \$15,000. In addition to actual printing costs, this figure includes any contracted services for graphics, typesettings, layout, design, and prepress services.	X	X							
1551	Order preprinted envelopes and Bureau stationery. Exercised only by authorized printing specialist or designated printing coordinator whose signature authority is on file with GPO. (Printing Specialist)	X	X							
1551.26	Approve requisitions for issuance of general purpose publications. (471 DM 4.3)	X	X							
1551.4	Approve printing through GPO and other authorized Federal sources. Exercised only by authorized printing specialist or designated printing coordinator whose signature authority is on file with GPO. (Printing Specialist)	X	X							

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	Activity									
1552	Approve acquisition of reprographic equipment and copy machines.	X	X	X	X	X	X	X	X	X
PLANNING, PROGRAMMING & BUDGETING										
1601.0-4	Approve Activity Plans.	X							X	
1611.2	Issue supplemental guidance for planning (43 CFR 1610.1).	X			X					
1614	Approve and conduct public participation activities (43 CFR 1610.2.).	X							X	X
1617.1	Approve and publish plans and amendments (43 CFR 1610.5-1).	O								
1617.2	Render decisions on protests to plan or amendment approvals (43 CFR 1610.5-2)	Director, Deputy Director, Assistant Director only								
1617.3	Determine conformity of resource management authorizations and actions, including proposals to higher level officials, to approved plans (43 CFR 1610.5-3).	X							X	
1617.5	Adopt another agency's plan (43 CFR 1610.5-7).	O								
1617.7	Review for designation of areas unsuitable for surface mining (43 CFR 1610.7-1).	X			X					
1617.8	Designate Areas of Critical Environmental Concern (43 CFR 1610.7-2).	O								
1631.1	Approve management and quality control procedures with a State to achieve Bureau planning documentation and process standards.	X			X					
1631.2&3	Approve the schedule of a plan or amendment and arrange for the preparation.	O								
1681 →	Waive or reduce administrative surcharge on reimbursable projects.	WO Budget Officer only								
	Waive or reduce administrative surcharge on contributed fund projects.	X				X				

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	Activity									
1691	Request Appointments (SF-132) and Activity Allotments (DI-520) for BLM Appropriations.	WO Budget Officer only								
	Approve and Issue Allotments of Appropriations	WO Budget Officer only								
	Approve Non-expenditure Transfers (SF-1151) among Acco unts.	WO Budget Officer only								
HAZARDOUS MATERIALS										
1702	Approve prospectus on all projects likely to have a total cost:									
	- Under \$50,000	X								
	- \$50,000 - \$100,000	WO Group Manager only								
	- over \$100,000	Assistant Director only								
1702	Approve implementation of an R&D or study project with estimated total cost:									
	- Under \$50,000	X								
	- \$50,000 - \$100,000	WO Group Manager								
	- over \$100,000	Assistant Director								
1703 112 DM 4 EO 13016 602 DM 2	Establish DOI policy and guidelines for hazardous materials management.	Secretary of the Interior								
	Set inter-Bureau priorities for program and site action and funding based on risk ranking, for hazardous materials management in the DOI.	Secretary of the Interior								

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	Activity									
	Establish and interpret legal requirement and guidelines for hazardous materials management in the DOI.	Secretary of the Interior								
	Signatory Authority for congressional and interagency reports (EO 12856)	Secretary of the Interior								
	Approval of Remedial Investigation and Feasibility Studies	Director and Deputy Director								
	Approve Consent Decrees; Bilateral Administrative Orders; Indemnification Agreement, Interagency or Intergovernmental Agreements; covenants and related documents; for CERCLA remedial action; RCRA corrective action; or CERCLA removal actions required by regulatory or judicial order, or by Record of Decision.	Secretary of the Interior								
	Indemnification of response action contractors relating to response activities.	Director and Deputy Director only								
	Approve Natural Resource Damage Assessment	Secretary of the Interior and Assistant Secretary								
	1703 602 DM 2	Approve Level I hazardous materials surveys for land disposals and acquired lands which indicate no hazardous materials or where it will cost less than \$250,000 to mitigate. (FM delegation limited to Level I surveys which indicate no hazardous materials are present on lands to be acquired.)	X							X
	Approve Level I hazardous substances surveys/negative findings.	X								
1703.04	Approve initiating any Remedial Investigation and Feasibility Study or any removal action great than \$500,000 via Record of Decision	Director or Deputy Director								
	Setting hazardous materials policy within area of jurisdiction.	X							X	
	Setting program and site action priorities based on risk ranking, for hazardous materials on public lands.	Director, Deputy Director, and Group Manager								

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	Activity									
	Setting program and site action priorities within area of jurisdiction.	X							X	
1703.04	Conduct hazardous material management contracting activities that are managed on a Bureauwide basis.	Director, Deputy Director, and Group Manager								
	Approve initiating Natural Resource Damage Assessments by Record of Decision.	Director and Deputy Director								
	Interagency Reporting of Federal Facilities Docket sites and biennial Resource Conservation and Recovery Act Section 3016 reports.	Director, Deputy Director, and Group Manager								
	Interagency coordination of BLM policy and legal issues (CERCLA, Sec. 120).	Director, Deputy Director, and Group Manager								
	Interagency coordination on policy and legal issues within area of jurisdiction.	X							X	X
	Response to CERCLA Sec. 120 reporting requirements including alternative funding sources.	Director, Deputy Director, and Group Manager								
	Specific reporting of hazardous materials risks and management activities required by CERCLA Sec. 103, RCRA Sec. 3005 and 3010, RCRA/HMTA manifests and summaries, small quantity generator reports provision, other generator reports provisions, other Federal and state laws, for sites and action within their own jurisdiction.	X							X	X
	Specific reporting and contingency planning required by EPCRA within their own jurisdiction.	X							X	X
1703.04 EO 12580 EO 13016	Contingency Planning and emergency response decisions (and contracting) with appropriate reporting and coordination with Federal, state or local requirements.	X							X	X

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	Activity									
1703.04	Conduct inventories of known or suspected hazardous substance release sites on public lands. Prepare appropriate land status assessments on each site thus discovered.	X							X	X
	Initiate and manage Expanded Site Investigation Contracts necessary to clarify HRS or plan RI/FS.	X							X	X
1703.04 and .06 40 CFR 300	Initiating, preparing the administrative records required for all sites of emergency response or removal actions or any other CERCLA action after completion of a site investigation on a site, in compliance with Section 113(k) of CERCLA and the national contingency plan.	X							X	X
1703.04 and .06	Establishing procedures for control of hazardous materials risks and liability for all programs within their jurisdiction.	X							X	X
	Approving any authorized activities involving hazardous materials as being subject to appropriate laws and permits at all applicable levels. Cosigning RCRA permits.	O								
1703.04F and .06	Ensuring appropriate coordination between the BLM hazardous materials management (HMM) and all other related Bureau programs and designating HMM Program Leaders and Coordinators at appropriate locations in the organization and within areas of jurisdiction.	X							X	X
1703.04 and .06	Inventorying, managing, and auditing the Bureau's internal waste streams within each BLM facility and meeting required reporting and minimization provisions for any hazardous wastes with their jurisdiction.	X							X	X
	Signatory and certification authority for hazardous waste disposal manifests and permits required within their jurisdiction.	X							X	X

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	Activity									
1703.04	Providing adequate opportunities for hazardous materials training for personnel within their jurisdiction.	X			X	X			X	X
	Requesting funding for multi-year hazardous materials management projects.	X							X	X
1703.06.I	Approve, when necessary, entry by qualified BLM personnel onto hazardous materials sites subject to OSHA and other requirements.	O								
1703.04 and .06	Decision to prepare ROD, recommend action to the Secretary, on remedy selection (under RI/FS or corrective action, or on approval of a consent decree, order or agreement for cleanup of a site).	X								
	Decision to prepare a ROD and recommendation to the Solicitor/Secretary on Indemnification Agreements.	X								
	Decision to prepare a ROD and recommend action to the Director or Assistant Secretary on Natural Resource Damage Assessments.	X								
1703.04 and .06	Negotiate draft Indemnification Agreements, remedial or corrective action agreements or consent decrees, in consultation with SOL, for recommendation to Director or Department.	X								
1703.04	Approve subagreements on Secretarially approved RI/FS, Remedial Design/Remedial Action, or major removal (e.g., safety plan agreements, public participation plan, penalty negotiations, etc.).	X								
	Initiate and manage Remedial Investigation/Feasibility Study as approved by Director consistent with the National Contingency Plan.	X							X	X

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	Activity									
	Initiate and manage Remedial Design/ Remedial Action as approved by the Department and as necessary, EPA and applicable states, consistent with the National Contingency Plan.	X							X	X
1703.04 & .06	Negotiate and recommend allocation agreements with other parties to the Secretary on costs of remedial or removal actions or corrective actions consistent with the National Contingency Plan and Justice Department or Solicitor guidance or concurrence.	X								
1732	Approve job documentation report.	X								
	Approve job abandonment.	X								
INTEGRATED RESOURCE MANAGEMENT										
1734	Approve all actions under Sec. 201 of the FLPMA necessary to coordinate the preparation and maintenance of an inventory of the public lands and their resources and related monitoring activities.	X							X	X
RENEWABLE RESOURCE IMPROVEMENTS & TREATMENTS										
1742	Approve Normal Fire Rehabilitation Plans (NFRP).	X							X	X
	Approve Emergency Fire Rehabilitation Plans (EFR). (Subject to fund availability clearance from State Office.)	X							X	X
	Approve NFRP and EFR funding for less than \$100,000.	X			X					
	Approve NFRP and EFR funding for more than \$100,000.	WO Budget Officer only								

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	Activity									
	Revoke or withhold Normal and Emergency Fire Rehabilitation Plan funding approval authority.	Director and Deputy Director								
1744	Approve job documentation report.	X							X	X
	Approve job abandonment.	X							X	X
1745	Approve reintroduction, transplant, and augmentation of species.	X								
1750	Approve the position of the DOI on Legislation and Legislative matters	Secretary and Assistant Secretary								
1760	Promulgate and issue regulations under the various statutory authorities.	Secretary and Assistant Secretary								
1776	Approve International Agreements.	Director and Deputy Director								
1784	Approve (sign) charters for Advisory Boards/Councils.	Secretary of the Interior								
	Appoint members of Advisory Boards/Councils	Secretary of the Interior								
1786	Approve Memorandum of Understanding in consultation with a Procurement Analyst. Federal funds may not be obligated in a MOU. See 1511 and 9260 for Law Enforcement agreements. If transferring funds, see subject code 1510-1517. See applicable subject code for other types of agreements.	X							X	
1788.04	Approve employee attendance at government meetings at government expense.	X	X	X	X	X	X	X	X	X
1788.04D	Approve employee attendance at non-Government meetings: - In the U.S.	X								

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	Activity									
	- In Montana/Dakotas geographical area	X			X	X			X	X
NEPA										
1790	Approve determination that an action is categorically excluded or finding of no significant impact under NEPA (40 CFR 1500.4 and 1501.4, 516 DM 6 and Appendix 5).	X							X	X
1793	Publish, file, and approve draft and final environmental impact statements and associated records of decisions, consistent with Assistant Secretaries delegations (40 CFR 1502.9, 516 DM Appendix 5). (Authority for Legislative EISs (such as Wilderness or Wild and Scenic Rivers) and associated reports and transmittals has not been delegated to BLM.)	X							O	
ADMINISTRATIVE PROCEDURES										
1813	Approve notations to records for lands within office jurisdiction (43 CFR 1813.1-1).	X			X	X				
	Approve filing of survey plats (43 CFR 1813.1-2).	X			X	X	LANDS			
1813.3-1	Authority to designate certifying officials (for providing certified copies of records/papers)	X							X	
	Authority to provide certified copies of records/papers.	X				X		X	X	
DISASTER RECOVERY										
1815	Approve Disaster Relief	Assistant Secretary								

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	Activity									
1815.1-1	Timber Sale Contracts:									
	- Determinations of U.S. Share of Cost.	X								
	- Cancellation of Timber Sale Contracts.	X							X	
APPLICATION PROCEDURES										
1821	Execution and filing of forms in area of jurisdiction. All functions.	X				X			X	X
1822	Approve payments and repayments pursuant to FLPMA - Sec. 304, 43 USC 1734 and Sec. 705 (a).	X			X	X		X	X	
1823	Approve Proofs and Testimony.	X			X	X			X	
1824.1-2	Publish and post notices within jurisdictional areas. All functions.	X			X	X			X	
1825	Approve Relinquishments. All functions.	X			X	X			X	
1826	Reinstate canceled entries. All functions.	X			X	X				
APPEALS AND HEARINGS										
1841.04	Request Solicitor's opinion.	X			X	X	LANDS ADJ		X	
1850	Approve Hearing procedures and government contests for other than IBLA Cases (Ref. 43 CFR 4, Subpart E).	X								
1852	Act on Government Contests.	X								

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	Activity									
TITLE CONVEYANCES										
1860	Prepare and issue conveyance documents.	X			X		LANDS			
1862	Patent preparation and issuance. All Functions.	X			X		LANDS			
1863	Accept/approve other title conveyances to lands. All functions. (Subject to prior approval of evidence by Office of Solicitor)	X			X		LANDS			
1864.3	Approve/process applications for recordable disclaimers of interest in land.	X					LANDS ADJ			
1865.2 & 3	Issue corrected conveyance documents. All functions.	X			X		LANDS ADJ			
1871.0-3	Authority for Adjudication. All functions.	X			X		LANDS ADJ			
1871.1-1	Cases subjected to equitable adjudication. All functions.	X								
1881	Approve payments in lieu of taxes. Al functions.	Director and Deputy Director								
1882	Approve mineral development impact relief loans. All functions.	Director, Deputy Director, Assistant Director, and Group Manager								